



## City of Alameda • California

October 12, 2011

Dear President Atkin and Members of the Library Board,

This letter is to bring you up to date on activities during the month of September, and to provide a look forward to some of the projects which will be coming up.

**Library Services Reports: (Consent Agenda).** The August Activity Report is included in your Board Packet. The Expenditure Report is also included, just for clarification, the negative amounts in personnel benefits, long term disability, sick leave, etc., is a result of the pay out for the lay-off of the Executive Assistant; and the extended medical leaves of one of our Library Technicians (who will retire on October 11); and one of our Supervising Librarians.

A random check in September of the computer workstations at the Main Library found two Internet workstations on the second floor, one Internet workstation and the coin op machines on both floors on the first floor out of service.

**Main Library Update.** The sidewalks all around the Library were pressure-washed on Sunday, October 2. The work was completed in two phases on the same day, from 6:00 a.m. to 10:00 a.m. and from 6:00 p.m. to 10:00 p.m., so the work would not interfere with Library operations. It definitely looks better, rather than schedule the next cleaning for next month, we will keep watch on how quickly, or not, the sidewalks look like they require washing. The next cleaning will be based on that timeline. We will do that for two future cleanings and then base the scheduling of the cleanings on that interval.

The Board Packet will go out the day before the Library's Solar Panel and Energy Education Kiosk is dedicated. The Energy Education Kiosk was installed on September 22 and is operational. The official dedication and unveiling of the new solar system and kiosk will take place during National Public Power Week, October 2-8, with the Mayor, City Council, Library Board, Public Utilities Board, representatives from Sun Light & Power, as well as assorted city staff members on Thursday, October 6, at 10:30 a.m. The public and media have been invited. As a side note, the Animal Shelter kiosk has been removed from the Library. The Animal Shelter kiosk, in its current configuration, does not provide the service that the Library was lead to believe, there are no statistics kept by shelter staff that indicates having the kiosk at the Library, or anywhere in the city, is a benefit to the shelter or is assisting in the adoption of animals from the Alameda Animal Shelter. Since the shelter is undergoing a change in management structure, the kiosk was removed and put into storage until such time that the new shelter operators can decide if the kiosk would be a useful tool for pet adoption or in locating lost animals. It may return to the Library in the future.

The Library will hold its bi-annual All Staff meeting on Monday, October 10. In addition to the Staff Development Day there will be a computer upgrade to the Sirsi/Dynix Horizon Integrated Library System. This computer upgrade will have minor, minor changes visible to the public and staff but will enable operability with the Windows 7 operating system. Remote access will be unavailable from 6:00 a.m. Monday, October 10 to about noon on Tuesday, October 11 (although

we will post unavailable to 8:00 p.m. on October 11). This date was selected to take advantage of the Columbus Day holiday which is not a recognized City holiday in Alameda.

The Main Library elevator is back in service. The State Inspection was concluded by the noon opening on Wednesday, September 28. A temporary operating permit was issued until the official permit is received.

The status of the request to the Public Works Department regarding a list of items that they maintain for the library buildings is currently unknown. Still waiting, no new information.

The Main Library birthday plans are firming up. On Wednesday, November 2 at 6:00 p.m. Dennis Evanovsky and Eric Kos will present a History of the Alameda Free Library in the Stafford room. Library Staff worked to pull together news clippings, photographs and other memorabilia for the presentation. On Thursday, November 3, at 7:30 p.m. Walter Mayes, AKA "Walter the Giant Storyteller" will be here to present best books for children. 100 books in 90 minutes! Books Inc will also participate and have copies of the books that Walter recommends available for sale. (A flyer is in the Board Packet.) Then on Saturday, November 5 Magic Dan will be in the Stafford Room at 2:00 p.m. for a gala magic show. It should be a fun week. Throughout the month of November there will be a table set up at the foot of the stairs inviting the public to donate a birthday gift for the library. People can donate funds for children's materials; teen materials; adult materials; magazine subscriptions; small technology replacements; and of course, unrestricted gifts. Book plates will be placed in materials purchased and can be dedicated to a person or group.

**Neighborhood Libraries Improvement Project (NLIP).** The final Measure O accounting was supposed to be included in this Board Packet; however, the accountant with the Measure O knowledge had a sudden family emergency that took her out of the office. It will be done for November, whether she does it or another person is assigned to the project in her absence.

**California State Budget Reductions to Public Libraries.** No new news regarding State funding. The Library did receive a \$29.00 check for Interlibrary Loan reimbursements. Alameda is more of a borrower than a lender so the Library is always a little surprised when we receive any reimbursement from the State.

**Library Web Site.** In discussing the Library Web Site with the Assistant City Manager, permission has been granted to make changes to the Library's City web site. As staff time allows, changes will be made to add links directly to Children's Services, Teen Services, and Adult Services. Logos and graphical buttons may now be added for easier customer recognition of some of the Library databases and services. A presentation of Library-friendly web sites, "do's and don'ts" as recommended by the American Library Association and other library experts will be made at the October Library Board meeting.

**Strategic Plan Update.** Staff is working on the report to the Library Board on where the Library is regarding the goals and objectives of the Strategic Plan. That report will be ready for discussion at the November Library Board meeting and will be in the November Board packet.

**Library Foundation.** The September 24 concert with Anton Schwartz was a success. The concert was sold out with only about 4-5 no-shows. The Live @ the Library planning committee expects

the same at the remaining two concerts. Calls continue to come in to the Library inquiring about ticket availability; we have started a Live @ the Library mailing list so individuals would be notified of the concert line-up and ticket availability. The February concert at the Alameda Theater featuring Frederica Von Stade and the Cal Young Musicians has already garnered a lot of attention. One of the Library Staff was known to have tweeted (on their personal twitter) "Holy Crap! Frederica Von Stade is going to sing for my library!" Ticket sales will begin at the November 19<sup>th</sup> Amanda King concert and be available at Dewey's Friends Café, Books Inc and online at Brown Paper Tickets on November 20. I will also have tickets for sale. Tickets will be \$60 in advance, \$70 at the door and \$15 for students in grades K to 12.

The Foundation is discussing how they might be able to donate \$10,000 to help fund the operations of Alameda Reads separate from the funding the Library already receives as unrestricted. The Foundation Finance Committee is looking at their Spending Policy and will make a recommendation on whether or not it is possible or if the Spending Policy will have to be amended to accommodate the additional donation. If not, then the unrestricted funds received, up to \$10,000 will be earmarked for Alameda Reads. The disbursement from FY2010-11 investments had not yet been made and it is estimated that the lump sum intended for the Library may be \$10,000. The Foundation is fully behind supporting Alameda Reads. The Foundation is looking to approach donors with the message that they are hoping to fund Alameda Reads (literacy), Technology, and Collections, as well as continuing to build their endowment for the future.

The next Foundation meeting will be on Monday, October 17 in the Family Study Room at 7:00 p.m.

**Friends of the Library.** The Friends of the Library voted to donate \$10,000 to the Library for the FY11-12 operating fund of Alameda Reads at their September membership meeting. The check was written that evening and has already been deposited in the operating fund. The request for \$10,000 for the FY12-13 operating fund has been folded into the Library's overall funding request to the Friends of the Library. Library Staff requested a total of \$34,100.00 for special programming from the Friends for the 2012 program year. The types of programs in the annual funding request include the Community Reads, summer reading for all ages, paid performers for children's shows, book groups, homework coaching, branch programming, craft supplies, art receptions, etc. The Friends will vote on the annual request at a future meeting (October or November).

The Fall Used Book Sale is just around the corner. The sale is scheduled for October 14-16 at the O'Club at Alameda Point. Volunteers are still needed for various shifts. If you are interested in volunteering, please contact Adair Jorgenson at 865-0347.

The next Friends meeting will be on Monday, October 17 in Stafford Room B at 7:30 p.m.

**Alameda Reads.** Literacy Director Sue Mark has drawn up an organizational plan for Alameda Reads. This plan will help them to stay on track with regular events, schedule new activities and also develop a strategy to take on more volunteer support for the program itself.

International Literacy Day which is September 8, provided facts and tips about literacy for the public. This information was distributed to all Alameda Reads program members, all three libraries

and has also been posted on the Alameda Reads web page. For the month of September the second floor of the Main Library had a display of information panels about the impact of literacy skills. On September 8 there was a “Window of Words” on the Library’s front window. Library customers were invited to post their favorite word on the window with a post-it. The event was so popular that the “Window of Words” continued for a week. These efforts helped to raise awareness about literacy and Alameda Reads.

Alameda Reads has a robust roster of small group classes scheduled for this fall. In the most recent literacy newsletter, Alameda Reads learners wrote about all of these classes. It is very exciting to have the newsletter written primarily by program learners. New classes include: Goal Setting, led by former Literacy Director Jordana Elderts, and Writing with the Computer, led by one of the tutors. This computer class will teach tutors and learners how to use a new piece of software that was recently purchased specifically for literacy students. Sue is also very pleased that the on-going book club is now being co-led by a learner. The Learner recently graduated from her work with her tutor because her skills have advanced. She said that she is both “nervous and excited about the challenge.” She led her first group discussion with great success. Alameda Reads continues to make a difference in the lives of our community members.

**Draft Art Donation Policy.** The Art Display Committee is not ready to bring the second draft of the Art Donation Policy forward.

#### **Activities and Events.**

October 2 - 29

#### *New Works - California Watercolor Association*

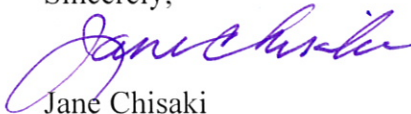
- |            |   |
|------------|---|
| October 1  | Green Thumbs, Green Minds: Tool Workshop. 2:00 p.m. Main Library, Patio                     |
| October 2  | Self-Paced Computer Classes. 1:00 p.m. Main Library, Computer Lab (Every Sunday)            |
| October 3  | Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room                     |
| October 4  | Paws to Read. 3:45 p.m. Main Library, Felker Programming Room (also Oct 11, 18, 25)         |
| October 6  | Solar Panel & Energy Education Kiosk Dedication. 10:30 a.m. Main Library, Lobby             |
| October 7  | MAC Users Group. 10:00 a.m. Main Library, Stafford Room B (also Oct 14, 21, 28)             |
| October 10 | All Libraries CLOSED for Computer Upgrades and Staff Development                            |
| October 11 | Alameda Great Books Club. 7:00 p.m. Main Library, Family Study Room                         |
| October 12 | Alameda Free Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room. |
| October 12 | Art Reception. California Watercolor Artists. 6:00 p.m. Main Library, Stafford Room         |



- October 13 French Story Time. 4:00 p.m. Main Library, Felker Programming Room (Also Oct 20, 27)
- October 14-16 Friends of the Library Used Book Sale. assorted times. O Club, Alameda Point
- October 17 Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room
- October 17 Caterpillar Puppets. 3:30 p.m. West End Library
- October 17 Library Foundation Meeting. 7:00 p.m. Main Library, Family Study Room
- October 17 Friends of the Library Meeting. 7:00 p.m. Main Library, Stafford Room B
- October 18 Caterpillar Puppets. 7:00 p.m. Bay Farm Island Library
- October 19 Days of the Dead~Dias de los Muertos. 6:30 p.m. Main Library, Stafford Room
- October 20 Caterpillar Puppets. 10:30 a.m. Main Library, Felker Programming Room
- October 22 Live@ the Library: Wesla Whitfield/Mike Greensill. 8:00 p.m. Main Library, Stafford Room
- October 24 Beginning Book Club. 3:30 p.m. Main Library, Felker Programming Room
- October 26 Spooky Night 7:00 p.m. Main Library, Stafford Room

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at [jchisaki@ci.alameda.ca.us](mailto:jchisaki@ci.alameda.ca.us) or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,



Jane Chisaki  
Library Director